Process Name: Timekeeping and Leave Accounting	**Process Identifier:** TL
Sub-Process Name: Sick Leave Bank	**Sub-Process Identifier**: TL-6

Sub-Process Purpose and Objectives: Maintain sick leave membership, balances, and payments to eligible employees
Sub-Process Description: Processes associated with sick leave bank include enrollment, periodic reassessment, and sick leave bank benefits.   • Enrollment – Employees may enroll in sick leave bank during the annual enrollment period. In order to be eligible for enrollment, the employee must have been active for one year, be currently active, and have a minimum of six days of sick leave. In order to enroll, the employee completes an enrollment form, which is given to their personnel officer and forwarded Department of Personnel. During the enrollment process, four days of sick leave will be donated to the bank. This is shown on the employee's paycheck in November and the assessment/reject report. If an employee does not have the required sick time accrued, then they must wait until the following year to re-enroll. An entry is passed to STARS to move the liability for four days of pay and benefits from the agency to the sick leave bank.   • Periodic reassessment – Employees are assessed one additional sick leave day per year unless waived by the Board. In order to be eligible to continue, the employee must be currently active, and have the number of sick days required available for deduction. If days are not available, the employee appears on the error report to Personnel and the agency. Periodic reprocessing is attempted for employees on qualifying leave until the reassessment is successful. If reassessment is not possible for a period of one year or the employee was not on qualifying leave when the reassessment failed, the employee is dropped from the sick leave bank. The reassessment is shown on the employee's paycheck in October. An entry is passed to STARS to move the liability for the number of hours assessed and the associated benefit cost from the agency to the sick leave bank.   • Using of sick leave bank benefits – When an employee would like to use sick leave bank benefits, they complete a request to the agency and provide the appropriate medical verification. Requests are forwarded to Personnel for review. In order to be eligible to take sick leave bank, the employee must be a member in good standing, have used all of their other leave balances, be without pay for a minimum of five days, and not be receiving other compensation. If they are eligible, the agency completes an A&L form in DCS showing that the employee is on leave without pay and personnel updates the attendance and leave with the appropriate amount of sick leave bank time. Pay may be through the regular pay cycle, the supplemental pay cycle, or using a warrant. When paid, the cost of salary and benefits is charged to the sick leave bank

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rather than the agency budget. Sick leave bank time is granted in increments of up to 20 days. After each 20 days, a new medical certification is required. An employee is eligible to collect only 90 days per year and only 90 days total for any type of illness.

Sub-Process Trigger(s):	**Key Sub-Process Participants:**
Enrollment Reassessment Sick leave bank request	• Personnel • Agency • Employee

Inputs:

Input	Format	Volume/Time	Suppliers
Enrollments	Paper		Employee
Payment requests	Paper		Employee

Outputs:

Output	Format	Volume/Time	Recipients
Updated leave balances	Database		Personnel, agency, employee
Payments	Checks		Employees
Error report	Paper		Personnel, agency

Performance Measures Tracked:

Measure	Approx. Value	Target Value

Laws, Regulations, and Policies That Govern Sub-Process:
TCA 8-50-802, 901-910, DOP 1120-6

Process Name: Timekeeping and Leave Accounting	**Process Identifier:** TL	
Sub-Process Name: Sick Leave Bank	**Sub-Process Identifier**: TL-6	
Current Sub-Process Issues/Problems:		
Improvement Opportunities:		
Opportunity *Merge cells to link one Opportunity to multiple impacts)*	**Organizational Impacts** *(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)*	
Automation of sick leave bank processing		
Applications that Support the Sub-process		
Application Name(s) *(Internal name and vendor's name)*	**Technology Description** *(Programming vendor, language, platform, database, etc.)*	
SEIS	In house developed, COBOL, IBM mainframe, IMS	
Sick leave bank system	PC, DBASE	

Process: Timekeeping & Leave Accounting	**File:** timekeeping - final.vsd
Sub-Process: TL-6 Sick Leave Bank	**Date:** 12/02/02
Prepared By: Salvaggio, Teal & Associates	**Page:** 1/2

Employee

- Enroll in Sick Leave Bank
- Complete enrollment request
- Employee not eligible to enroll
- 1 → Deduction on sick leave on check
- Employee notification

Agency

- Submit to personnel
- Assessment/ Reject report
- Notify employee
- Assessment/ Reject report

Personnel

- Enter enrollment
- Periodic reassessment
- Execute assessment
- Assessment/ Reject report
- Assessment/ Reject report
- On qual long-term leave
- Retry rejected employees periodically
- Successful deduction before 1 year
- Drop from sick leave bank

SEIS

- 2 → Adjust sick leave → 1
- 2 → Adjust sick leave
- 2 → STARS
- 1
- Drop from sick leave bank

Sick Leave Bank

- Record enrollments

Process:	Timekeeping & Leave Accounting	File:	timekeeping - final.vsd
Sub-Process:	TL-6 Sick Leave Bank	Date:	12/02/02
Prepared By:	Salvaggio, Teal & Associates	Page:	2/2

Employee

Request use of sick leave bank → Complete request and medical verification

Notify employee → Employee agrees —N→ File appeal with Board of Trustees → Appeal successful —Y→ (1)

Agency

Agency review and sign request

N

Personnel

Review for valid membership → Review for valid illness → Review for valid medical → Approved —Y→ Current cycle —N→ Warrant —Y→ Payroll - Warrants

(1)

Current cycle —Y→ Enter timesheet data —N→ Payroll Supplemental

DCS

Process sick leave bank time → Payroll